



Request for Proposal (RFP)

Star of the North Academy

East Bethel Campus (main campus):

1562 Viking Blvd NE
East Bethel, MN 55011
Phone: 763-450-5560

Coon Rapids Campus:

1313 Coon Rapids Blvd NW
Coon Rapids, MN 55433
Phone: 763-762-4645

Star of the North Academy

Request for Proposal (RFP) for Services

SCHEDULE

RFP Release Date: April 25, 2025
Proposal Due Date: May 16, 2025 at 4:30 PM CST
RFP Contact: Eman Ibrahim, Executive Director
Email: eibrahim@snacharterschool.org
Phone: 763-450-5560

I. INTRODUCTION

STAR OF THE NORTH ACADEMY, seeks proposals for services listed for the 2025-2026 school year, serving both of its campuses located in East Bethel and Coon Rapids. This RFP is issued in accordance with the Academy's Purchasing and Procurement policy.

II. BACKGROUND

STAR OF THE NORTH ACADEMY is a charter school serving currently approximately 332 students in grades K-8. The school is committed to providing high-quality services to students.

III. SCOPE OF SERVICES

The successful contractors will provide the following services:

- **TRANSPORTATION**
 - a. **Buses:** Daily student transportation to and from school, as well as for field trips.
 - b. **Vans:** Smaller capacity vehicles, primarily used for special education or students with unique transportation needs.
- **FOOD SERVICE VENDOR**

Provide nutritious and compliant meals (breakfast, lunch and snacks) in accordance with USDA guidelines, including preparation, delivery, and proper documentation.
- **FOOD SUPPLY – BREAKFAST AND SNACKS**

Star of the North Academy (East Bethel, MN) is seeking proposals from qualified food service vendors to supply items for our school breakfast and snack program for the 2025–2026 school year.

Scope includes:

- USDA-compliant breakfast and snack items such as cereal, fruit, yogurt, crackers, milk, and packaged snacks
- Weekly or biweekly deliveries to the school
- Itemized invoices and reliable delivery schedule
- All products must meet Minnesota Department of Education nutrition guidelines

Proposal should include:

- Product list with pricing
- Delivery schedule
- Company experience, especially with K–8 schools
- References (preferred)

Contract Term: 1 year, renewable annually up to 3 years.

- **TECHNOLOGY/IT SUPPORT, MARSS REPORTS, STAR REPORTS, GENERAL SUPPORT, AND COMPLIANCE WITH STATE AND AUTHORIZER**

Support school technology infrastructure, manage MDE data submissions, and ensure systems run smoothly with timely troubleshooting.

- **HR Consultation Services**

Human Resources Consultation includes staffing, interviews, hiring, licensure, operations, conflict_resolutions, complaint investigations, staff handbooks, offer letters, contracts, benefits, HR_Systems, STAR Reporting, compliance, and other projects.

- **CLEANING SERVICES**

Daily custodial services covering classrooms, common areas, restrooms, and school offices, in accordance with health and safety standards.

- **SPED DIRECTOR AND SPED RELATED SERVICES**

Leadership and coordination of special education programming, IEP compliance, evaluations, and oversight of related service providers.

- **INSTRUCTIONAL COACHING, READ ACT, AND ELL SERVICES**

On-site and virtual instructional coaching for teachers, support for READ Act implementation, and direct service to English Learners.

IV. QUALIFICATIONS

Proposals will be accepted from contractors who meet the following minimum qualifications:

- The vendor or contractor has experience with working in charter schools
- The contracts meet the requirements
- The proposal is submitted within the RFP window
- The cost and delivery of the services are reasonable for the type of services to be provided

V. PROPOSAL REQUIREMENTS

Proposals must include the following information:

1. **Introduction:**

- Brief introduction and statement of interest
- Contact information for the primary contact person

- **Professional Qualifications:**

- Copies of current licenses and certifications [if applicable]
- Description of experience in educational settings

- **References:**

- For any new vendor/contractor a minimum of three professional references from similar contracts
- Contact information and brief description of services provided
- **Fee Structure:**
 - Hourly rate for all services
 - Any additional costs or expenses
 - Billing procedures and payment terms
- **Proof of Insurance for vendors:**
 - Professional liability insurance
 - General liability insurance
- **Additional Information:**
 - Any other information that may be helpful in the selection process

VI. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Qualifications and experience
2. Understanding of the scope of work and proposed approach
3. Cost effectiveness
4. References and past performance
5. Quality and completeness of proposal

VII. SUBMISSION INSTRUCTIONS

1. **Submission Deadline:** All proposals must be received by May 16, 2025, at 4:30pm.
2. **Submission Format:** Proposals must be submitted electronically to: eibrahim@snacharterschool.org
3. **Questions:** All questions regarding this RFP must be submitted in writing to: eibrahim@snacharterschool.org

VIII. TERMS AND CONDITIONS

1. **Contract Term:** The initial contract will be effective July 1, 2025, and continue for one year, with the possibility of renewal upon mutual agreement.
2. **Independent Contractor Status:** The successful proposer will be considered an independent contractor and not an employee of Star of the North Academy.

3. **Conflict of Interest:** Proposers must disclose any potential conflicts of interest in accordance with Minn. Stat. 124E.14 and 124E.07, Subd. 3(e).
4. **Rights Reserved:** Star of the North Academy reserves the right to:
 - Reject any or all proposals
 - Waive any irregularities or informalities in the proposal process
 - Request additional information or clarification from proposers
 - Negotiate with any, all, or none of the proposers
 - Accept other than the lowest-priced proposal
 - Cancel the RFP at any time
- **Confidentiality:** The contractor will be required to maintain the confidentiality of all student information in accordance with FERPA and the Minnesota Government Data Practices Act.
- **Compliance with Laws:** The contractor must comply with all applicable federal, state, and local laws and regulations, including those pertaining to special education services.

IX. TIMELINE

- **RFP Release Date:** April 25, 2025
- **Deadline for any Questions:** May 9, 2025
- **Proposals Due:** May 16, 2025, 4:30 PM CST
- **Evaluation of Proposals:** May 17-20, 2025
- **Interviews with Selected Proposers (if necessary):** May 21, 2025
- **Contract Negotiation and Selection Decision:** May 22, 2025
- **Board Approval:** May 22, 2025
- **Contract Start Date:** July 1, 2025

Thank you for your interest in providing services to STAR OF THE NORTH ACADEMY. We look forward to reviewing your proposal.